

Adobe InDesign CS5 - Essentials

This two-day interactive training course provides users with the fundamental skills required to create professionally-designed layouts containing text, tables and graphics in Adobe InDesign CS5. You will learn everything from setting up your document, working with type and colour through to document output.

Topics covered in this course

Introducing the Workspace

- Looking at the Workspace
- Working with Panels
- Customising the Workspace
- Changing the Magnification of a Document
- Navigating through a Document

Getting to Know InDesign

- Changing the View Mode
- Viewing Guides
- Adding Text
- Threading Text in Frames
- Fine-tuning the Layout

Setting Up a Document and Working with Pages

- Creating and Saving Custom Page Settings
- Creating a New Document
- Working with Master Pages
- Adding New Pages
- Placing Text and Graphics on the Document Pages
- Overriding Master Page Items on Document Pages
- Viewing the Completed Spread

Working with Frames

- Working with Layers
- Creating and Editing Text Frames
- Creating and Editing Graphics Frames
- Working with Frames

Importing and Editing Text

- Creating and Entering Text
- Vertically Aligning Text
- Flowing Text Manually
- Flowing Text Automatically
- Using Semi-autoflow to Place Text Frames
- Changing the Number of Columns in a Frame
- Flowing Text into an Existing Frame
- Adding Pages while Flowing Text
- Finding and Changing Text and Formatting
- Checking Spelling
- Using the Story Editor

Working with Typography

- Adjusting Vertical Spacing
- Changing Fonts and Type Style
- Changing Paragraph Alignment
- Adjusting Letter and Word Spacing
- Setting Tabs
- Adding a Rule above a Paragraph

Working with Colour

- Defining Printing Requirements
- Creating and Applying Colours
- Working with Gradients
- Creating a Tint
- Creating a Spot Colour
- Applying Colour to Text

Working with Styles

- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Creating and Applying Object Styles
- Creating and Applying Table and Cell Styles
- Loading Styles from another Document

Importing and Modifying Graphics

- Adding Graphics from other Programs
- Comparing Vector and Bitmap Graphics
- Managing Links to Imported files
- Updating Revised Graphics
- Adjusting View Quality

Creating Tables

- Importing and Formatting a Table
- Using Graphics within Tables
- Formatting Text within a Table

Working with Transparency

- Applying Transparency Settings
- Adjusting Transparency Settings for EPS Images
- Adjusting Transparency to Images

Output and Exporting

- Live Preflighting Files
- Packaging Files
- Creating an Adobe PDF Proof
- Printing a laser or inkjet Proof

Course Information

Course Prerequisites

Before taking this course, students should be familiar with the use of their computer's operating system.

Additional Information

Courses can be run on Windows and Macintosh platforms and can be tailored to meet customers' requirements. Courses are run in Edinburgh and Glasgow and at client's sites throughout the UK

Course Duration

2 Days



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